



RHODE ISLAND COLLEGE STUDENT LIFE

GRADUATE ASSISTANTSHIP FOR COMMUNITY SERVICE (2021-2022)

1 PART-TIME

Department: Student Union
Reports to: Director of the Student Union

PRIMARY PURPOSE:

The Graduate Assistant for Community Service, under the direction of the Director of the Student Union, will provide support for the community service programs provided by the Student Union, which falls within the Department of Student Life and Division of Student Success. The Graduate Assistant will assist in the planning, coordination, and implementation of community service activities.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Coordinate the planning and implementation of campus wide community service projects and events for the year, such as the Community Service Fair, Martin Luther King Day of Service, Service Saturdays and Student Leadership Awards, among other things.
- Develop leadership and community service experiences that increase branding and familiarity with student engagement opportunities
- Develop advertisements and resources (social media/website and print materials) for students interested in community service
- Maintain and further develop relationships and record of partnerships with local community agencies
- Assist in the tracking and assessment community service programs
- Facilitate Emerging Leaders session pertaining to community service
- Attend weekly 1:1 update meeting with supervisor
- Attend monthly professional staff meetings
- Develop, maintain and report assessment data pertaining to student development outcomes and satisfaction
- Fulfill other duties as assigned

Qualifications:

The graduate assistant must be admitted to a graduate degree program at Rhode Island. Experience with workshop facilitation, event planning, student involvement, leadership programs, local community service agencies, social media, advertising, RI College campus involvement and assessment is preferred. Candidates must be well organized, have the ability to relate well with students and must communicate effectively, orally, and in writing. Knowledge of and proficiency with computer software applications (Microsoft Office programs) is helpful.

Benefits to Graduate Assistant:

- Gain and apply knowledge in areas related to college student development and community service, including associated activities.
- Gain and apply knowledge in program planning, event promotion, program development and assessment.
- Gain experience with workshop coordination.
- Develop and practice professional skills, including oral and written.
- Gain experience assisting with program revision and development efforts.
- Gain experience developing community agency partnerships and community of student leaders
- Develop research, data analysis and presentation skills.
- Professional mentorship.
- Network with professionals in higher education and local community service agencies.
- Develop a significant understanding of educational administration, student affairs in higher education and complex organizational behavior.

Preferred Availability:

- Start in August prior to semester start
- Maintain 10 hours per week office hours
- Some evening and weekend work required
- General availability:
 - Community Service Fair (September)
 - Student Leadership Weekend Training (Spring: Friday afternoons 2-4pm)
 - Student Leadership Weekend (Overnight Weekend Late-March)
 - Spring Break Projects (Mid-March during RIC Spring Break)

Application Procedures:

Please review all Graduate Assistant related information, and submit application, found at:
<http://www.ric.edu/graduatestudies/Pages/Graduate-Assistant-Opportunities.aspx>.

In addition, send cover letter and resume to Kristen Salemi, Director of the Student Union, at ksalemi@ric.edu.